

IN THE DISTRICT COURT FOR THE STATE OF ALASKA AT \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff(s)

\_\_\_\_\_, Defendant(s) Case No: \_\_\_\_\_ SC

**SUMMONS**

(not valid without seal and signature)

TO: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

The plaintiff has filed a small claims action against you. You are required to answer the Complaint attached to this Summons. If you do not answer the Complaint, the court may enter a judgment against you for the amount claimed plus interest and court costs. This is a civil case. You are not accused of a crime. If you lose this case, the plaintiff can ask that the court take some of your wages, money, or property to pay the judgment.

This case has been filed under the rules of small claims procedure. You may choose to continue to use small claims rules (Part II of the District Court Rules of Civil Procedure) **or** you may choose to use the formal civil rules (Part I of the District Court Rules of Civil Procedure).

For more information, read *Alaska Small Claims Handbook* (form SC-100). It is available:

- online at <https://public.courts.alaska.gov/web/forms/docs/sc-100.pdf>
- as a printed booklet (ask in person at any court or contact local court clerk to get by mail)

Chapter I of the *Handbook* explains the differences between small claims and formal rules. If you choose to continue with small claims rules, complete the attached *Answer* (form SC-3).

1. File your Answer in person at the courthouse or mail it to the District Court at:

Address	City	ZIP
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2. You must also give or send a copy to Plaintiff (or Plaintiff’s attorney, if represented) at:

Address	City	ZIP
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If this box is checked, you may email (instead of mail) a copy to Plaintiff at:  
\_\_\_\_\_

**Your answer must reach the court within 20 days** (or 40 days if you were served outside the United States) **after the day you receive this Summons.**

If you choose formal rules, you must file with the court **and** send to the plaintiff (1) a written request for Part I rules, and (2) an Answer to the Complaint. You may **not** use the enclosed *Answer* (form SC-3) for this.

If you are not represented by an attorney, you must provide your current mailing address on your Answer. You must also inform the court and all other parties, in writing, of any future changes to your mailing address, email address, or telephone number.

(SEAL)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Officer/Clerk